



County of Fairfax, Virginia

MEMORANDUM

TO: All Architects, Builders, Contractors, Developers, Engineers and Surveyors

FROM: James W. Patteson, Director
Land Development Services

SUBJECT: Letter **07-21** 2007 Updated Project Completion Checklist for Developers

DATE: October 5, 2007

The Project Completion Checklist for Developers form has been updated to reflect the requirement that a completed Municipal Separate Storm Sewer System (MS-4) Form must be provided to Plan and Document Control anytime an existing or a new stormwater management (SWM) or BMP facility is located on the site.

The Project Completion Checklist can be found at the following web address:
<http://www.fairfaxcounty.gov/dpwes/forms/projectcompletioncklst.pdf>

Since January 1, 2007, the state has required the county to maintain a record of certain information regarding SWM and BMP facilities that are released from bond as part of the county's MS-4 permit. For more information about MS-4, please see Letter to Industry 07-05.

The MS-4 form can be found at the following web address:
<http://www.fairfaxcounty.gov/dpwes/publications/lti/07-05attach1.pdf>

Please contact the site inspector assigned to the project if you have any questions pertaining to project completion requirements or call the Environmental and Facilities Inspections Division at **703-324-1950**.

Sincerely,

James W. Patteson, PE
Director, Land Development Services

cc: Jimmie D. Jenkins, Director, Department of Public Works & Environmental Services
Jeff Blackford, Director, Code Services, Land Development Services, DPWES
Craig A. Carinci, Director, Environmental and Facilities Inspections Division, LDS, DPWES
Ken Williams, Chief, Plan and Document Control, Code Services, LDS, DPWES

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